



FRESH AIR GROWS SOLID BABIES COMMUNITY GRANT APPLICATION FORM AND GUIDELINES

BACKGROUND

The Fresh Air Grows Solid Babies Community Grant is an initiative of the Newborns Asthma and Parental Smoking (NAPS) Indigenous Women's Project developed by the Asthma Foundation of WA and funded by the Department of Health Government of Western Australia. NAPS aims to encourage pregnant women and their families to create and maintain smoke free environments for the sake of their newborn baby through the promotion of the Indigenous health message 'Fresh air grows solid babies'

FRESH AIR GROWS SOLID BABIES

The Newborns Asthma and Parental Smoking Project is offering grants up to the value of \$500 (excluding GST) to non government organisations, health services and hospitals to make a commitment to reduce tobacco related harm. This grant can only be used for promotion among Indigenous pregnant or post natal women. In return, applicants are asked to undertake a range of NAPS activities.

The Fresh Air Grows Solid Babies Community Grant may be used for any of the following activities, including but not limited to:

1. Information displays promoting the smoking, pregnancy and asthma issue, including the 'Fresh air grows solid babies' health message to Indigenous women.
2. The establishment of support groups for Indigenous pregnant women and new mothers who would like to quit smoking.
3. Promotion of the organisation's smoking policy that protects the unborn child and children from passive smoke.
4. Conducting parent information sessions on smoking and children, including the 'Fresh air grows solid babies' health message.
5. Promotion of the 'Fresh air grows solid babies' health message via local media and the organisation's newsletters.

BUDGET

Grant monies *can* be used for:

- Catering expenses for promotional activities (up to \$150 catering) e.g. launches, information sessions
- Venue hire
- Administration costs e.g. postage for mail-outs and invitations etc, photocopying.
- Promotion of the event e.g. photocopying, postage

Grant monies *can not* be used for:

- Office equipment
- Health professional's professional development
- Purchase of capital items (e.g. computers, videos)
- Profit making initiatives

TIME FRAME

To allow for processing please submit ONE fully completed application to the Asthma Foundation of WA, at least four weeks before you wish to start the program/activity. Faxed applications will NOT be accepted.

CONTRACTUAL REQUIREMENTS

In return for the grant monies, the Asthma Foundation of WA requires successful applicants to undertake the activities listed on the application form and to provide **one month after the implementation of the grant:**

- A completed one-page report (outline provided by the Asthma Foundation of WA)
- A copy of any newsletter or media articles
- Any photographs of major events
- A financial statement of expenditure signed by the treasurer or accountant/bookkeeper and registrar as per the approved grant allocation.

In addition to this, the successful applicant must acknowledge the Asthma Foundation WA and Department of Health Government of Western Australia as the funder for the 'event'

Any unspent money shall be returned to the Asthma Foundation of WA.

Organisations that fail to meet all the contractual requirements may be asked to return funds and may be ineligible for future grants.

SUPPORT TO YOUR HOSPITAL/HEALTH SERVICE

Support in completing your application form or running your program can be obtained from the Newborns Asthma and Parental Smoking Project Coordinator on 08 9289 3641 or email hpo@asthmawa.org.au.

PLEASE NOTE: the funding requested for these activities must not exceed \$500 (excluding GST).

Please send completed application to:

**The Asthma Foundation of WA Inc.
PO Box 864
West Perth WA 6872**

HOW TO APPLY FOR A GRANT

Complete and post the following:

APPLICATION CHECKLIST

Application form	<input type="checkbox"/>
Budget	<input type="checkbox"/>
Declaration	<input type="checkbox"/>
Insurance :	
The participant organisation must take out and or maintain and provide a copy of the Certificate of Currency for:	
Public Liability Insurance for an amount of not less than \$10,000,000	<input type="checkbox"/>
Workers' Compensation insurance for an amount required be relevant state legislation	<input type="checkbox"/>
Professional Indemnity insurance for an amount of not less than \$10,000,000	<input type="checkbox"/>



Organisation's Details

Name of organisation: _____
Postal Address: _____
Suburb: _____ Post Code: _____ ABN: _____

Contact Person

Name of the contact person: _____
Position held at the organisation: _____
Postal Address: _____
Suburb: _____ Post Code: _____ ABN: _____
Phone number: _____
Email: _____

Description of Project / Activity

Timelines

When will the activity commence? _____
When will the activity conclude? _____

Target Group – Who will participate?

Budget

Please provide a budget breakdown of how the money will be spent, including GST. The total cost should not exceed \$550 (including GST).

Items	Amount requested from the Asthma Foundation of WA	Amount contributed by Health Service/Hospital
• Catering		
• Venue hire		
• Administration costs e.g. postage for mail-outs and invitations etc, photocopying, paper (Please separate into different categories ie photocopying on one line, postage on another with separate \$ amounts)		
•		
•		
•		
•		
Sub-total	\$	\$
GST Component	\$	\$
TOTAL (Inclusive of GST)	\$	\$

Please attach additional page if required

Budget cont....

Grant monies will be deposited directly in to the organisation's bank account. On approval of the application, please advise on the invoice the correct bank details to which the funds should be deposited into.

Undertakings and conditions

(If your application is successful, these undertakings and conditions will form part of your contract with the Asthma Foundation of WA).

We agree:

- To establish a smoke-free environment in all indoor and outdoor activity areas and functions under our control.
- That no person will smoke or carry tobacco products while officially involved in this grant.
- To promote the 'Fresh air grows solid babies' health message and acknowledge the support of the Asthma Foundation of WA and Department of Health Government of Western Australia verbally, through signage and logos.
- To invite representatives from the Asthma Foundation of WA to visit the project.
- To use the grant for approved purposes only.
- To undertake all the strategies listed on the application form.
- To return any unspent monies to the Asthma Foundation of WA.
- To seek approval from the Asthma Foundation of WA for any changes related to the project, including changes to the budget.
- To provide a one-page report detailing the activities/projects one month after the completion of the grant.

- To at our own expense, effect and maintain for the duration and after expiration of the grant, a policy of neglect, default, error or omission made or done by on behalf of the health service/hospital, or any of its employees or agents in connection with the services in the sum of TEN MILLIONS DOLLARS (\$10,000,000) in respect of any one claim. We shall provide a current certificate of insurance.
- Upon approval of the Fresh Air Grows Solid Babies Community Grant, the applicant will be notified and asked to send an invoice to the Asthma Foundation of WA for the 'Fresh air grows solid baby' community grant for the respective amount. Upon receiving the invoice, the Asthma Foundation of WA will pay the grant monies via direct deposit within 14 working days.

DECLARATION

I declare that the information presented on this form is correct and understand if approved by the Asthma Foundation of WA, I will abide by these undertakings and conditions detailed above.

Contact Person (print name).....Position.....
 Signature.....Date.....
 Manager (print name).....
 Signature.....Date.....

The Asthma Foundation of WA (ABN: 57 057 873 242) acknowledges that it is registered for GST at the time of entering this agreement and will notify your organisation if it ceases to be registered.